Change Allocations

BSA Retirement Plan:

- Contact the Benefits Office at extension 7516.
- Complete BSA Retirement Plan Allocation Form.
- If you do not have an account with the investment company you wish to add, you will need to complete the investment company application.
- The Benefits Office will supply you with the investment company application.
- The completed paperwork will be submitted to Payroll by the Benefits Office.

BSA 401(k) Plan:

- Contact the Benefits Office at extension 7516 or download the BSA 401(k) Plan Agreement for Salary Reduction form from our website or go online in PeopleSoft.
    - To go online in PeopleSoft – Log in to PeopleSoft to increase, decrease, restart or stop your 401(k) contribution, go to Employee Self-Service/Benefits/Change my 401(k). Click on the "Instructions" for more information.
- Complete the Agreement for Salary Reduction Form.
- If you do not have an account with the investment company you wish to add, you will need to complete the investment company application.
- The Benefits Office will supply you with the investment company application.
- The completed paperwork will be submitted to Payroll by the Benefits Office or you.